The purpose of this document is to provide guidance on eligibility factors and criteria that will be used to grant permission for teleworking or telecommuting assignments, including working at home via telecommuting, hoteling, mobile office and other similar nontraditional work arrangements, whether on a regular basis, on an occasional basis, or on an emergency basis.

The employee who wishes to obtain approval for a teleworking or telecommuting arrangement must submit a written proposal stating the business case for the arrangement. The proposal must be approved by the vice president for human resources of Regent University, with the concurrence of the following: The vice president for academic affairs and the dean (if a school), or the department head (if an administrative department), the vice president for finance, the vice president for information technology, and any others as required by the vice president for human resources.

The proposal will thoroughly explain the reasons for the request, including but not limited to the following:

1. Worker suitability, e.g. desire to telework or telecommute, well-organized, self-motivated, self-starter with minimal need for supervision, affirmation or feedback, adaptable, past work performance success indicators, evidence of knowledge of job and university practices, ability to contribute equipment and maintenance.

2. Work suitability, e.g. job functions, organization structure, equipment or furniture needs and how they will be met, safety and ergonomics factors, work schedule, timekeeping and reporting plans, performance management plan, statement of requirement to attend on-campus meetings as needed.

3. Provisions for confidential information compliance, work privacy, and university policies compliance.

4. Need for travel expenses, or other expense reimbursements.

5. Communications/support plan, e.g. weekly phone meetings; and someone to whom the teleworking employee can rely on for support and delegate tasks, such as a graduate assistant or staff member.

6. Benefits to Regent University, e.g. recruiting and/or retention factors, office space needs reduction, productivity improvement, if applicable.

7. Liabilities or risks to Regent University.

8. Other costs or concerns associated with the arrangement, e.g. relocation expenses, out-of-area health plan coverage needs.
Upon approval of the teleworking/telecommuting proposal, the employee will be required to sign:

- Regent University Teleworking/Telecommuting Agreement (see attached – please use as a template, modifying wording as needed for the agreed-upon terms)
- Regent University Computer Support Agreement for Teleworkers (copy attached).

Permission to telework or telecommute is at the sole discretion of Regent University, and Regent University retains the right to terminate the privilege at any time for any or no reason.
Regent University Teleworking/Telecommuting Agreement

This Teleworking/Telecommuting Agreement is between Regent University and ________________________________ (employee name).

Regent University considers teleworking/telecommuting to be a viable alternative work arrangement in cases where individual, job and management characteristics are best suited to such an arrangement. Teleworking is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a university-wide benefit; and it in no way changes the terms and conditions of employment with Regent University.

This teleworking arrangement is on a trial basis for the first _____ month(s), and may be discontinued, at will, at any time during the trial period or at any time after the trial period, at the request of the teleworking employee or the university. (Describe method of assessing performance, with input from stakeholders.)

Equipment & Supplies

Equipment provided by the university will be maintained by the university. Equipment supplied by the employee, will be maintained by the employee. The university accepts no responsibility for damage or repairs to employee-owned equipment. Computer upgrades for software needed to perform duties will be the employee’s responsibility. The employee and the dean or department head must sign the “Regent University Computer Support Agreement for Teleworkers” and attach that document to this signed agreement.

Regent University will supply the teleworking employee with appropriate office supplies (pens, paper, etc ....may want to be more specific, and may want to specify quantify) for successful completion of job responsibilities. The university will provide the teleworking employee with a Regent University purchasing card to be used for the purchase of office supplies and for approved business-related expenses...
and/or will reimburse the employee for approved business-related expenses such as *(please specify)* that are reasonably incurred in accordance with job responsibilities. All office supplies will be ordered through Regent University in accordance with established purchasing procedures. Any purchases over the amount of *(specify limit)* must be approved by the employee’s supervisor.

**Information Security**

Consistent with the university’s expectations of information security for employees working on campus full time, teleworking employees will be expected to ensure the protection of proprietary university information accessible from their home office.

**Work Environment**

The employee will establish an appropriate work environment within their home for work purposes. Regent University will not be responsible for costs associated with initial setup of the employee’s home office such as remodeling, furniture, lighting, nor for repairs or modifications to the home office space. Employees will be offered appropriate assistance in setting up a workstation designed for safe, comfortable work. Employees entering into a teleworking arrangement may be required to forfeit use of a personal office or workstation on campus in favor of a shared arrangement to maximize office space needs.

**Work Schedule**

The employee and department head will agree on the number of days of teleworking allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. *(Specify campus office hours and home office hours. Scheduled meetings may require the employee to be present in the campus office in addition to the predetermined scheduled office hours.)* The employee agrees to be accessible by phone or modem within a reasonable time period during the agreed-upon work schedule. *(Specify time frame in which unanswered phone calls will be returned).*
Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee’s schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

**Monitoring and Evaluation**

Evaluation of the telecommuter performance during the trial period will include daily interaction by phone and e-mail between the employee and the responsible manager, and weekly face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period the employee and manager will each prepare an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation beyond the trial period will be consistent with that received by employees working on campus in both content and frequency but will focus on work output and completion of objectives.

The availability of teleworking as a flexible work arrangement for employees of Regent University can be discontinued at any time at the discretion of the employer. Every effort will be made to provide 30 days notice of such a change to the employee; however, advance notice is not guaranteed.

Agreed and accepted this _________ day of __________________________, 20__.  

__________________________________  
(Employee Signature)

Regent University:  
By: ___________________________  
(Dean or Department Head)  
(Vice President for Human Resources)